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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

1938 Agricultural Conservation Program
North Central Region

PROCEDURE FOR THE OPERATION OF THE COUNTY ASSOCIATIONS SECTION
OF THE STATE AGRICULTURAL CONSERVATION COMMITTEE

Part I - Instructions for Determining Estimated Amount of County
Association Expenses under 1938 Agricultural Conservation
Program

Under the 1938 Agricultural Conservation Program all expenses of the association incurred or to be incurred in connection with the authorized work of the association during the period March 1, 1938, to December 31, 1938, inclusive, will be deducted from payments under the 1938 Agricultural Conservation Program less the amounts of money represented by the following:

- (a) Expenses incurred or to be incurred in connection with the 1937 Cotton Price Adjustment Payment Plan during the period March 1, 1938, to December 31, 1938, inclusive;
- (b) Expenses incurred or to be incurred in connection with the 1938 Sugar Beet Program during the period March 1, 1938, to December 31, 1938, inclusive;
- (c) Expenses incurred or to be incurred in connection with the Crop Insurance Program during the period March 1, 1938, to December 31, 1938, inclusive;
- (d) Expenses paid or to be paid from collections under the 1938 Commodity Loan Programs;
- (e) Any credit because the amount deducted under the 1938 Agricultural Conservation Program was in excess of the amount authorized to be deducted;
- (f) Any credit because of unusual expenses or conditions in the county.

The determination of the rate to be deducted for association expenses will be made by the Application for Payment Section. Upon receipt of a request from the Application for Payment Section, the County Associations Section will furnish to the Application for Payment Section the following information:

1. The estimated amount of 1938 county association expenses. This amount shall represent the total amount of expenses incurred or to be incurred in connection with the authorized work of the association during the period March 1, 1938, to December 31, 1938, inclusive, less the sum of the following amounts:
 - (a) Expenses incurred or to be incurred in connection with the 1937 Cotton Price Adjustment Payment Plan during the period March 1, 1938, to December 31, 1938, inclusive;
 - (b) Expenses incurred or to be incurred in connection with the 1938 Sugar Beet Program during the period March 1, 1938, to December 31, 1938, inclusive;
 - (c) Expenses incurred or to be incurred in connection with the Crop Insurance Program during the period March 1, 1938, to December 31, 1938, inclusive;
 - (d) Expenses paid or to be paid from collections under the 1938 Commodity Loan Programs.
2. Credit for unusual expenses or conditions. The State committee will have allocated to certain counties within the State an amount of money out of the fund allocated to the State for this purpose. After the State committee made this allocation, a list of the amounts and the counties to whom allocated will have been forwarded to the County Associations Section.
3. Any other credit which may have been authorized. If any other credit is authorized, the name and the amount of such credit will have been furnished to the County Associations Section.

The foregoing information shall be prepared in duplicate. Both copies of such information will be dated and signed by the member of the State committee directly responsible for county association work. The original thereof shall be forwarded to the Application for Payment Section and the copy thereof filed in the County Associations Section.

After NCR-234 has been completed by the Application for Payment Section, a signed and dated copy shall be furnished to the County Associations Section. This copy shall be filed in the County Associations Section.

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NCR-State 203,
Supplement No. 1



Issued September 7, 1938

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

1938 Agricultural Conservation Program
North Central Region

PROCEDURE FOR THE OPERATION OF THE COUNTY ASSOCIATIONS SECTION

OF THE STATE AGRICULTURAL CONSERVATION COMMITTEE

NCR-State 203, issued August 12, 1938, is hereby amended
as follows:

PART I, Paragraph (e) is amended to read as follows:

"Any credit because the amount deducted under
the 1937 Agricultural Conservation Program
was in excess of the amount authorized to
be deducted."

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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
North Central Region

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PROCEDURE FOR THE OPERATION OF THE COUNTY ASSOCIATIONS SECTION

OF THE STATE AGRICULTURAL CONSERVATION COMMITTEE

1. Part I of NCR-State 203, issued August 12, 1938, is hereby amended to read as follows:

PART I - Instructions for Determining Estimated Amount of County Association Expenses under 1938 Agricultural Conservation Program

A. Method 1

In States using Method 1 under the 1938 Agricultural Conservation Program, all expenses of the association incurred or to be incurred in connection with the authorized work of the association during the period March 1, 1938, to December 31, 1938, inclusive, less the amounts of money represented by items (a) to (g) inclusive, hereinafter listed, will be deducted from payments under the 1938 Agricultural Conservation Program.

- (a) Expenses incurred or to be incurred in connection with the 1937 Cotton Price Adjustment Payment Plan during the period March 1, 1938, to December 31, 1938, inclusive;
- (b) Expenses incurred or to be incurred in connection with the 1938 Sugar Beet Program during the period March 1, 1938, to December 31, 1938, inclusive;
- (c) Expenses incurred or to be incurred in connection with the Crop Insurance Program during the period March 1, 1938, to December 31, 1938, inclusive;
- (d) Expenses paid or to be paid from collections under the 1938 Commodity Loan Programs;
- (e) Expenses incurred in measuring winter wheat acreage in connection with the Price Adjustment Act of 1938 during the period March 1, 1938, to December 31, 1938, inclusive;
- (f) Any credit because the amount deducted under the 1937 Agricultural Conservation Program was in excess of the amount authorized to be deducted;
- (g) Any credit because of unusual expenses or conditions in the county.

The determination of the rate to be deducted for association expenses will be made by the Application for Payment Section. Upon receipt of a request from the Application for Payment Section, the County Associations Section in States using Method 1 for determining the rate of deduction for county association expenses will furnish to the Application for Payment Section the following:

1. The estimated amount of 1938 county association expenses. This amount shall represent the total amount of expenses incurred or to be incurred in connection with the authorized work of the association during the period March 1, 1938, to December 31, 1938, inclusive, less the sum of the following amounts:
 - (a) Expenses incurred or to be incurred in connection with the 1937 Cotton Price Adjustment Payment Plan during the period March 1, 1938, to December 31, 1938, inclusive;
 - (b) Expenses incurred or to be incurred in connection with the 1938 Sugar Beet Program during the period March 1, 1938, to December 31, 1938, inclusive;
 - (c) Expenses incurred or to be incurred in connection with the Crop Insurance Program during the period March 1, 1938, to December 31, 1938, inclusive;
 - (d) Expenses paid or to be paid from collections under the 1938 Commodity Loan Programs;
 - (e) Expenses incurred in measuring winter wheat acreage in connection with the Price Adjustment Act of 1938 during the period March 1, 1938, to December 31, 1938, inclusive.
2. Credit for unusual expenses or conditions. The State committee will have allocated to certain counties within the State an amount of money out of the fund allocated to the State for this purpose. After the State committee has made this allocation, a list of the amounts and the counties to which allocated will have been forwarded to the County Associations Section.
3. Any other credit which may have been authorized. If any other credit is authorized, the name and the amount of such credit will have been furnished to the County Associations Section.

The foregoing information shall be prepared in duplicate. Both copies of such information will be dated and signed by the member of the State committee directly responsible for county association work. The original thereof shall be forwarded to the Application for Payment Section and the copy thereof filed in the County Associations Section.

After NCR-234 has been completed by the Application for Payment Section, a signed and dated copy shall be furnished to the County Associations Section. This copy shall be filed in the County Association Section.

B. Method 2

In States using Method 2 under the 1938 Agricultural Conservation Program, all expenses of the association incurred or to be incurred in connection with the authorized work of the association during the period March 1, 1938, to December 31, 1938, inclusive, less the sum of the amounts represented by items (a) to (f) inclusive, hereinafter listed, but not in excess of ten percent of the total estimated gross payments under the 1938 Agricultural Conservation Program, will be deducted from such payments.

- (a) Expenses incurred or to be incurred in connection with the 1937 Cotton Price Adjustment Payment Plan during the period March 1, 1938, to December 31, 1938, inclusive;
- (b) Expenses incurred or to be incurred in connection with the 1938 Sugar Beet Program during the period March 1, 1938, to December 31, 1938, inclusive;
- (c) Expenses incurred or to be incurred in connection with the Crop Insurance Program during the period March 1, 1938, to December 31, 1938, inclusive;
- (d) Expenses paid or to be paid from collections under the 1938 Commodity Loan Programs;
- (e) Expenses incurred in measuring winter wheat acreage in connection with the Price Adjustment Act of 1938 during the period March 1, 1938, to December 31, 1938, inclusive;
- (f) Any credit because the amount deducted under the 1937 Agricultural Conservation Program was in excess of the amount authorized to be deducted.

The determination of the rate to be deducted for association expenses will be made by the Application for Payment Section. Upon receipt of a request from the Application for Payment Section, the County Associations Section in States using Method 2 will furnish to the Application for Payment Section the following:

1. The estimated amount of 1938 county association expenses.
This amount shall represent the total amount of expenses incurred or to be incurred in connection with the authorized work of the association during the period March 1, 1938, to December 31, 1938, inclusive, less the sum of the following amounts:

- (a) Expenses incurred or to be incurred in connection with the 1937 Cotton Price Adjustment Payment Plan during the period March 1, 1938, to December 31, 1938, inclusive;
- (b) Expenses incurred or to be incurred in connection with the 1938 Sugar Beet Program during the period March 1, 1938, to December 31, 1938, inclusive;
- (c) Expenses incurred or to be incurred in connection with the Crop Insurance Program during the period March 1, 1938, to December 31, 1938, inclusive;
- (d) Expenses paid or to be paid from collections under the 1938 Commodity Loan Programs.
- (e) Expenses incurred in measuring winter wheat acreage in connection with the Price Adjustment Act of 1938 during the period March 1, 1938, to December 31, 1938, inclusive.

2. Any credit which may have been authorized. There will be no credit in such States for unusual expenses or conditions. However, if any other credit has been authorized, the name and amount of such credit will have been furnished to the County Associations Section.

The foregoing information shall be prepared in duplicate. Both copies of such information will be dated and signed by the member of the State committee directly responsible for county association work. The original thereof shall be forwarded to the Application for Payment Section and the copy thereof filed in the County Associations Section.

After NCR-234 has been completed by the Application for Payment Section, a signed and dated copy shall be furnished to the County Associations Section. This copy shall be filed in the County Associations Section.

2. NCR-State 203 is amended by the addition at the end thereof of the following new Part II:

PART II - Procedure for the Preparation and Execution of Standard Forms 1080, Revised, for Reimbursement from Federal Crop Insurance Corporation for Expenditures Incurred by County Agricultural Conservation Associations in Connection with the Crop Insurance Program

A. Purpose.--All expenditures made by county agricultural conservation associations and paid from appropriations 1282226(21) and 1292226(21) in connection with the Crop Insurance Program will be billed against the Federal Crop Insurance Corporation by use of Standard Forms Nos. 1080,

1080a, 1080b, and 1080c, Voucher for Adjustments between Appropriations and/or Funds.

B. Preparation of Form.--

1. Number of copies.--Prepare Standard Form 1080 and copies thereof in the following numbers:

Standard Form 1080	1 original
" " 1080a	1 copy
" " 1080b	1 copy
" " 1080c	4 copies

2. Time of preparation.--As soon as all ACP-8's for one month for all counties in the State have been received, forwarded to the Regional Disbursing Office and paid, one Standard Form 1080 and related copies shall be prepared in the County Associations Section of the State office for expenses incurred by all county associations in connection with the Crop Insurance Program for such month.

3. Entries in heading of form.--In the upper right-hand corner, leave blank the space following the words, "D.O. Vou. No. A." Enter in the line headed, "Bill No.", a consecutive number for each Standard Form 1080 prepared. The first form prepared shall be No. 1, the second form prepared shall be No. 2, etc. Leave blank the space following the words, "Paying Office No." Make no entry following the words, "Appropriation(s) and/or fund(s) to be debited", and in the line over the words, "(Symbol, title, and amount)", as these lines will be filled in by the Crop Insurance Corporation. In the next line following the abbreviation, "U.S.", enter above the words "(Department, establishment, bureau, or office billed)", the words, "Federal Crop Insurance Corporation." Enter in the line beginning, "To U.S.", "Agricultural Adjustment Administration, North Central Division, (State Office)." Enter in the next line following the words, "Appropriation(s) and/or fund(s) to be credited", the Appropriation No. 1282226(21) or 1292226(21), whichever is applicable, and the title of the appropriation. For the Appropriation No. 1282226(21), enter the title, "Local Administration, Section 388, Agricultural Adjustment Act of 1938, Department of Agriculture, 1938, (AAA)." For the Appropriation No. 1292226(21), enter the title, "Local Administration Section 388, Agricultural Adjustment Act of 1938, Department of Agriculture, 1939, (AAA)." For the Appropriation No. 1282226(21), no symbol number is needed. For the Appropriation No. 1292226(21), enter the Account Symbol No. (0658-followed by the State Code Number).

4. Entries in the individual columns.--Make no entry in column 1 headed, "Number of Order". Enter in column 2 headed, "Date of Delivery", the words, "Month ended 193 ", the last day of the month covered by the Standard Form 1080. Enter in the column headed, "Articles or Services", "Expenses incurred by the county agricultural conservation associations in carrying out the Crop Insurance Program in (Name of State) as per detail on the attached Schedule of Expenses for the Crop Insurance Program for the month of , 193 ." Make no entries in the columns headed, "Quantity" and "Unit Price." In the column headed, "Amount", enter the total amount claimed by all counties as shown by the total of the amount column on the Schedule of Expenses for the Crop Insurance Program.

5. Entries in block for certification on Forms 1080 and 1080b.--Enter in the block in the lower left-hand quarter of the page on the line over the words, "(Department, establishment, bureau, or office billing)", the words, "Agricultural Adjustment Administration, North Central Division, (State Office)". The State Chairman or Acting State Chairman will sign his name on the line above the words, "(Signature of officer in control of appropriation to be credited)". He will enter his title in the line above the word, "(Title)".

6. Blocks to be left blank in the preparation of Standard Forms 1080, 1080a, and 1080b.--The County Associations Section and the State committee will make no entries in the block to the right of the block for certification following the heading, "(For use of billed office only)" and in the block at the bottom of the page in the lines over the words, "(Department, establishment, bureau, or office billed)", "(Signature of officer in control of appropriation to be debited)", and "(Title)".

C. Schedule of Expenses for the Crop Insurance Program.--

1. Purpose.--This form shall be used for listing by counties by months all expenditures for the Crop Insurance Program by the county agricultural conservation association. The form shall be typed in the county office as no printed copies will be furnished.

2. Preparation of form.--

(a) Number of copies.--Prepare an original and 6 copies of the Schedule of Expenses for the Crop Insurance Program. Attach the original to the related Standard Form 1080 and attach a carbon copy to each of the related Standard Forms 1080a, 1080b, and 1080c.

(b) Entries for upper right-hand corner.--Enter the name of the State, the month covered by the schedule, and the date of preparation in the upper right-hand corner.

(c) Preparation and use of columns.--Prepare headings for three columns entitled, "Name of County", "Disbursing Office Voucher Number", and "Amount of Crop Insurance Expense This Month." Counties in which crop insurance expense was incurred during the month shall be listed in alphabetical order in column 1. Appropriate entries for the Disbursing Office Voucher Number as shown on the copy of Form ACP-8 returned from the Disbursing Office shall be listed in column 2. The amount of crop insurance expense as shown on line 8 of the State Column of NCR-County No. 7 shall be entered in column 3. The total of entries in column 3 shall be shown at the foot of that column.

(d) Certification of Schedule of Expenses for the Crop Insurance Program.-- Prepare a space in the lower right-hand corner of the schedule for the signature of the person in charge of the County Associations Section. When all entries for the month have been made on the schedule and verified, the person in charge of the County Associations Section shall sign it before posting the total crop insurance expenses of the month from the schedule to Form 1080.

D. Disposition of Forms.--The County Associations Section will retain one copy of Form 1080c, and forward one copy of Form 1080, one copy of Form 1080a, one copy of Form 1080b, and three copies of Form 1080c, with the Schedule of Expenses for the Crop Insurance Program attached, to the Director of the North Central Division. The North Central Division will forward one copy of Form 1080c to the office of the Administrator, Agricultural Adjustment Administration, retain one copy of Form 1080c and forward the original of Form 1080 and one copy each of Forms 1080a, 1080b, and 1080c to the Federal Crop Insurance Corporation.

3. NCR-State 203 is hereby further amended by the addition at the end thereof of the following new Part III:

PART III - Procedure for Maintaining in the County Associations Section a Record of the Disposition of All Receipt Forms CI-2 Furnished to Each County Association Treasurer

Upon receipt of a supply of pads of Form CL-2, Receipt for Commodity Loan Fees, the County Associations Section should determine the distribution of this form in accordance with the probable needs of each county for commodity loans on wheat and corn and should forward the required number of pads to the association treasurer.

The purpose of serial numbers on Form CL-2 is to enable the County Associations Section to keep a record of the numbers of receipts issued to the association treasurer and to make certain that all receipts are accounted for. This will facilitate checking of association records to assure the reporting of loan fees regularly and completely as collections on Form ACP-8, revised.

The County Associations Section should maintain a memorandum record of the serial numbers of all Receipt Forms CL-2 issued to each association treasurer. Receipt numbers listed on NCR-County No. 9 should be checked monthly with the list of numbers of Receipt Forms CL-2 issued to each association treasurer. If the numbers of Forms CL-2 listed on NCR-County No. 9 are not consecutive and some numbers are not accounted for, although later serial numbers are listed, a letter should be sent to the association treasurer requiring him to account for the missing numbers. An effective method of accounting for all receipt forms is to instruct the association treasurer to transmit to the County Associations Section with Form NCR-County No. 9 the originals of all Forms CL-2 that are spoiled in preparation so they cannot be handed out to farmers paying loan fees. Such spoiled receipts should be clearly marked "Void", and should be dated and initialed by the association treasurer. Carbon copies of spoiled receipts should be retained in the pad with other carbon copies of CL-2, clearly marked "Void" and dated and initialed by the association treasurer.



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UNITED STATES DEPARTMENT OF AGRICULTURE
 Agricultural Adjustment Administration
 North Central Region

PROCEDURE FOR THE OPERATION OF THE COUNTY ASSOCIATIONS SECTION

OF THE STATE AGRICULTURAL CONSERVATION COMMITTEE

1. Part II, Section A and paragraphs 1, 2, and 3 of Section B of NCR-State 203, Supplement No. 2, issued September 29, 1938, is hereby amended to read as follows:

PART II - Procedure for the Preparation and Execution of Standard Forms 1080 for Reimbursement from Federal Crop Insurance Corporation for Expenditures Incurred by County Agricultural Conservation Associations in Connection with the Crop Insurance Program

A. Purpose.--All expenditures made by county agricultural conservation associations and paid from appropriation 1292226(21) in connection with the Crop Insurance Program will be billed against the Federal Crop Insurance Corporation by use of Standard Forms Nos. 1080, 1080a, 1080b, and 1080c, Voucher for Adjustments between Appropriations and/or Funds.

B. Preparation of Form.--

1. Number of copies.--Prepare Standard Form 1080 and copies thereof in the following numbers:

Standard Form 1080	1 original
" " 1080a	1 copy
" " 1080b	1 copy
" " 1080c	4 copies

2. Time of preparation.--As soon as all ACP-8's for one month for all counties in the State have been received, forwarded to the Regional Disbursing Office, and paid, one Standard Form 1080 and related copies shall be prepared in the County Associations Section of the State office for expenses incurred by all county associations in connection with the Crop Insurance Program for such month.

3. Entries in heading of form.--In the upper right-hand corner, leave blank the space following the words, "D.O. Vou. No. A." Enter in the line headed, "Bill No.", a consecutive number for each Standard Form 1080 prepared.

The first form prepared shall be No. 1, the second form prepared shall be No. 2, etc. Leave blank the space following the words, "Paying Office No." Make no entry following the words, "Appropriation(s) and/or fund(s) to be debited", and in the line over the words, "(Symbol, title, and amount)", as these lines will be filled in by the Crop Insurance Corporation. In the next line following the abbreviation, "U. S.", enter above the words "(Department, establishment, bureau, or office billed)", the words, "Federal Crop Insurance Corporation." Enter in the line beginning, "To U.S.", "Agricultural Adjustment Administration, North Central Division, (State Office)." Enter in the next line following the words, "Appropriation(s) and/or fund(s) to be credited", the Appropriation No. 1292226(21) and the title of the appropriation, "Local Administration Section 388, Agricultural Adjustment Act of 1938, Department of Agriculture, 1939 (AAA)." Immediately following, enter the Account Symbol No. 0658-(State Code Number).